

Minutes of the Meeting of the Board of Water Commissioners
Monday, May 14th 2018
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

Present: **Jim Kularski, Tim Nason, Shiela LeBlanc, Rich Kennan and Administrative Assistant, Kelly Valeri**

Absent: **None**

The meeting opened @ 6:00 PM

Reorganization of the Board

Shiela LeBlanc made a motion that Jim Kularski retain his Chairman title. Tim Nason seconded the motion. The vote to retain Jim Kularski as the Board of Water Commissioners Chairman was unanimous.

Review and approve the minutes

Mr. Kularski made a motion and Mr. Nason seconded the motion to approve the minutes of the April 9, 2018 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Superintendent Report

- **Hydrant Flushing**– Mr. Kennan informed the Board that Hydrant Flushing was underway.
- **CCR Report**– The Annual Water Quality Report is complete and was submitted by the Administrative Assistant, Kelly Valeri. Mr. Kennan informed the Board that this was completed ahead of schedule and it looked great.
- **Special Warrants**- Mr. Kennan informed the Board the two special warrants that were submitted for the Town Meeting were approved. He is in the process of ordering the compressor. Ruby Electric will be working on the pump at the RWPS soon.
- **pH Meters**- The pH meters in the lab will be replaced soon with Thermo Scientific. The budget is tight so as soon as Mr. Kennan makes sure there is funding available for this he will proceed.
- **Point Software**- Mr. Kennan informed the Board that we, the Collector, Sewer Administrative Assistant, and Board of Selectmen Administrative Assistant met with Point representatives on May 2 at the Sewer Department. We are now in the process of switching over to Point Software to replace our current BMSI program in hopes this will eliminate any balancing issues the Town Collector and Town Accountant may have. There is a letter with a few recommendations for the BOS to review before proceeding with the new software.

New Business

- **Strategy for level funding budget** – Mr. Kennan discussed a strategy he would like to see in place for the June town meeting concerning line items in the FY19 Budget. If the Water Dept. is asked to level fund line items, Mr. Kennan will have the town vote on specific line items that pertain to department salaries.
- **Sewer Agreement**– The agreement between the Sewer and Water Departments will be up for review in FY2020. Mr. Kennan and the Board will discuss the current agreement and also Sewer's part in the upgrade of the Ert's and metering program that need to be replaced.
- **BOS letter**- Mr. Kennan had the Board review a letter that was drafted to the Board of Selectmen in regards to the new Point Software. He discussed the shared cost between Water and Sewer for the new software. The Water Department currently pays for all software related items however Point is substantially higher in price therefor Mr. Kennan feels each department should be billed accordingly by Point Software. The letter was reviewed and signed by the Chairman, Jim Kularski.
- **Outsourcing breaks** – Mr. Kennan discussed the new Osha regulations with the Board and mentioned that in the future, the Water dept. may look into outsourcing water main breaks. This is something to keep in mind as the regulations are changing.
- **Pitney Bowes**- Administrative Assistant Kelly Valeri contacted Pitney Bowes, the contractor for the letter folding machine used in the billing process, and renegotiated the Water Department's contract. This will save the department money each year.
- **3rd Operator Ad**- Mr. Kennan discussed he may have a couple candidates for the available 3rd Operator Position at the Water Treatment Plant. He will run an Ad in late May and should have the applications in time for the next meeting in June for review.
- **Backhoe bids**- The backhoe bid advertisement was submitted to Stonebridge Press and was run for two weeks. All bids need to be submitted by the next BOWC meeting in June.

Meeting Adjourned at 6:49 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant